

Businesses

GREEN/LOW

- Develop a written emergency plan to address all hazards, including plans to maintain the safety of the work force, as well as an emergency communication plan to notify employee's and their families in times of emergency.
- Designate an off-site 'report to' location in case of evacuation.
- Develop continuity of operations plan to include designating alternate work facility/location for business.
- Arrange for employees to take a CPR/AED and first aid course.
- Have a meeting to discuss emergency plans with employees.
- Encourage your employees to develop a Family Disaster Plan and Disaster Supplies Kit
 - Determine escape routes from your home
 - Make a plan for what to do with your pets if you need to evacuate
 - Put emergency telephone numbers by your phones, in your wallet or purse
 - Stock nonperishable emergency supplies and a disaster supply kit
 - Know how to turn off your power, gas and water service to your house
 - Know what hazardous materials are stored in your home and how to properly dispose of unneeded chemicals.
- Know the environment where you are
 - Locate stairways and emergency exits
 - Be aware of how to evacuate buildings and crowded public areas
- Support the efforts of your local emergency responders (fire fighters, law enforcement and emergency medical service).
- Know what natural hazards are prevalent in your area and what measures you can take to protect your business
- Report suspicious activities

BLUE/GUARDED

- Complete recommended actions from previous level.
- Talk with community leaders, emergency management officials, government agencies, community organizations and utilities about disaster preparedness.
- Ensure your emergency communication plan is updated (including the purchase of needed equipment).

- Be alert to suspicious activity and report it to proper authorities.
- Conduct safety training/emergency drills following the written emergency plan.
- Ensure the emergency plan is updated and that needed equipment is purchased.
- Continue normal activities but be watchful for suspicious activities. Report criminal activity to local law enforcement.
- Be alert to suspicious activity and report it to proper authorities
- Monitor local and national news for terrorist alerts.

YELLOW/ELEVATED

- Complete recommended actions from previous levels.
- Contact a private security firm for a security risk assessment and to determine the availability of support/reinforcement.
- Contact voluntary organizations you support to determine how you can provide assistance in case of an emergency.
- Continue normal activities, but report suspicious activities to the local law enforcement agencies.
- Ensure emergency supplies are stocked and ready.
- Be alert for strangers or items that are not normally in your place of business.
- Check telephone numbers and e-mail addresses in your communications plan and update as necessary.
- Attend your local emergency planning committee (LEPC) meeting to learn more about local hazards. (Call 602-273-1411 to learn dates and locations of the meetings.)

ORANGE/HIGH

- Complete recommended actions from previous levels.
- Be alert to suspicious activity and report it to proper authorities.
- Update your emergency plan to include continuity of operations and media materials on hand.
- Determine any need to restrict access to your business or provide private security firm support/ reinforcement.
- Contact vendors/suppliers to confirm their emergency plans' procedures.

- Review your emergency plan.
- Have "shelter in place" materials on hand.
- Continue to monitor world and local events as well as local government threat advisories.
- Consider taking reasonable personal security precautions. Be alert to your surroundings, avoid placing yourself in a vulnerable situation and monitor the activities of your employees.
- Discuss employees' fears concerning possible terrorist attacks.

RED/SEVERE

- Complete recommended actions from previous levels.
- Work with local community leaders, emergency management officials, government agencies, community organizations and utilities to meet the immediate needs of the community.
- Determine any need to close your business based on circumstances and in accordance with your written emergency plan.
- Be prepared to work with a dispersed or smaller work force.
- Ensure mental health counselors are available for employees
- Closely monitor news reports and Emergency Alert System (EAS) radio/TV stations.
- Be alert to suspicious activity and report it to proper authorities immediately.
- Close business if recommended to do so by appropriate authorities.
- 100% identification check (i.e. driver's license retained at front office) and escort of anyone entering business other than employees.
- Be prepared to "shelter in place" or evacuate if instructed to do so by local governmental authorities.
- Expect traffic delays and restrictions.
- Keep emergency supplies accessible and company vehicles' fuel tanks full.
- Be suspicious of persons taking photographs of your business, asking detailed questions about physical security or dressed inappropriately for weather conditions (suicide bomber). Report these incidents immediately to law enforcement.
- Avoid passing unsubstantiated information and rumors.